



Public Service Commission of Wisconsin

Phil Montgomery, Chairperson
Eric Callisto, Commissioner
Ellen Nowak, Commissioner

610 North Whitney Way
P.O. Box 7854
Madison, WI 53707-7854

To: Wisconsin Public Utilities
From: The Public Service Commission of Wisconsin
Re: Request for Official Billing e-mail and mailing addresses

In **January 2013**, in accordance with 2011 Wisconsin Act 155, the Public Service Commission of Wisconsin (PSC) began serving notices, orders and other determinations electronically when possible. Utilities providing a valid e-mail address and verifying their primary postal address will greatly streamline agency notifications as well as saving paper, printing and mailing costs.

Utilities are asked to include a billing e-mail and update your contact address (non-residential, please) online at: <http://psc.wi.gov/apps451/UNFOfficialAddr/content/billingAddress.aspx>. Utilities should provide billing contact information (including e-mail) of a person who is designated to accept or, in the alternative, to establish a billing e-mail address where the PSC can serve electronic invoices. (For example, PSC e-mails are sent to PSCRecordsMail@wisconsin.gov where multiple PSC staff access this inbox daily to forward incoming e-correspondence to staff.)

The information provided online will be automatically uploaded into the Electronic Regulatory Filing System (ERF). If you **DO NOT** have e-mail capabilities, rental of a Post Office Box may be required. You will still have to verify information at the link above to update our files.

IMPORTANT: If information changes, it is your responsibility to notify the PSC electronically at <http://psc.wi.gov/apps451/UNFOfficialAddr/content/billingAddress.aspx>. (Docket 5-GF-225). Failure to do so will greatly hinder your ability to receive information. To ensure you receive PSC information without interruption, utilities must maintain a valid e-mail address for electronic service.

Questions? Contact PSC Records Management at PSCRecordsMail@wisconsin.gov or by calling (608) 267-2897.

For your convenience, directions on how to do this are included in the box below:

1. Open Internet Explorer (IE). Other browsers may work, but IE is recommended.
2. Type the URL (web page path above) directly into the address bar of your browser.
The address bar is the white box in the upper left hand corner of the browser screen.
Do not attempt to Google the web page, as this will not work.
3. After you type the URL into the address bar, press the enter key.

